


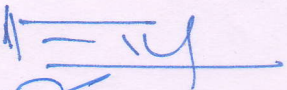
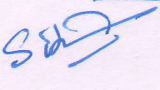


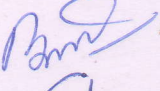
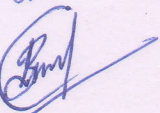


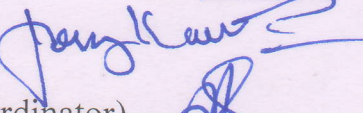



**Minutes of the IQAC meeting held in the Council Hall on  
21/06/2017**

**Members Present:**

1. Dr. Joy George (Principal) 
2. Rev. Dr. James John Mangalathu (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Sunny Kuriakose 
5. Dr. Siby James 
6. Dr. Davis Xavier 
7. Dr. Ison V Vanchipurackal 
8. Dr. Biju K. C. 
9. Dr. Babu Jose 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Dr. Sunil C Mathew (Co-ordinator) 

The meeting had an auspicious start with a prayer by Rev. Fr. Mathew KurianKavanadimalayail, Bursar of the college at 3.00pm. The IQAC Co-ordinator Dr. Sunil C. Mathew welcomed the members to the meeting. He emphasized the need to energize the activities of the IQAC to strengthen our college. He specially welcomed the Principal Dr. Joy George because the meeting was the Principal's first meeting as an IQAC member. Then he welcomed the new members of the IQAC, Dr. Davis Xavier and Prof. Biju K.C.

The IQAC Co-ordinator then presented the minutes of the previous meeting. In the Principal's speech which followed, Dr. Joy George said that even though this was his first IQAC meeting, he had always extended his support to all its activities. He also welcomed the new members. He said that the IQAC Co-ordinator is now a permanent invitee to the College Council. This will enhance the co-ordination between the Council and IQAC. The number of IQAC meetings must be increased. He stressed the need for collective decisions.

The IQAC congratulated Dr. Babu Joseph for getting the FLAIR Internship. It is a new initiative by the Govt. of Kerala. Dr. Sajeev Martin George has also been selected. Dr. Babu Jose explained that this involves an international internship of one month in London. The meeting then analyzed our UG results. The Principal said that Department-wise solutions have to be found. Class tutors must be motivated.

The IQAC Co-ordinator pointed out the need for recording all the activities of the various clubs and Associations. A meeting of Co-ordinators must be convened to chalk out programmes. Mr. Jose Mampampil inquired whether the suggestions of the students' open houses have been implemented. The Co-ordinator said that many have been implemented. Those regarding the library are pending. Dr. Davis Xavier said students have many complaints regarding the library. The Principal said that staff shortage is a serious problem. Library Advisory Committee must meet and find some solution.

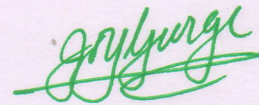
The meeting decided to conduct a seminar on Quality as per NAAC instructions. Dr. Ison V. Vanchipurakal is to monitor that. Extension activities have to be co-ordinated. A committee for Green Protocol under the leadership of Rev. Fr. Mathew Kurian Kavanadimalayil and Dr. Jomy Augustine is to be constituted. This should be discussed in the Council. Dr. Davis Xavier said no flex banners should be used.

The IQAC Co-ordinator said each Department must conduct an Add-on course and one teacher must be given charge. Many members pointed out practical difficulties. The Bursar informed that the public announcement system is nearing completion. The Principal said that file management and computer literacy training must be given to the non-teaching staff.

The IQAC Co-ordinator said that a monthly report of activities must be given to IQAC by each Department. It is desirable to convene a joint meeting of IQAC members and Department level IQAC co-ordinators. Our Newsletter now lags by a year. Dr. Babu Jose said the bimonthly Newsletter has come to an end due to non-availability of data. The Principal said that the journal STARS must continue. Dr. Stany Thomas and Prof. Sijo K. Manuel are in the charge of the Humanities journal.




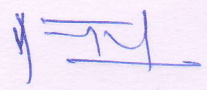





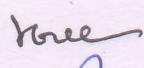

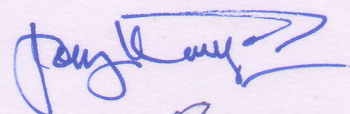

The IQAC Co-ordinator requested the co-operation of the Departments for the prompt submission of the AQAR. Mr. Jose Mampampil enquired about the dress code for PG. Rev. Dr. James John Mangalathu said that generally students favour uniform. The meeting opined that each Department should conduct at least one seminar a year for the benefit of students.

After fruitful discussions and exchange of ideas, the meeting ended at 4.15 pm.



**Minutes of the IQAC meeting held in the Council Hall on  
17/10/2017**

**Members Present:**

1. Dr. Joy George (Principal) 
2. Rev. Dr. James John Mangalathu (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Sunny Kuriakose 
5. Dr. Siby James 
6. Dr. Davis Xavier 
7. Dr. Ison V Vanchipurackal 
8. Dr. Biju K. C. 
9. Dr. Babu Jose 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started with a prayer by the Vice Principal. The Vice Principal also made some introductory remarks and welcomed the members. He stressed the role of the IQAC in ensuring and enhancing the quality of the college. Constant assessment is mandatory for this. He said on a visit to another college, he learnt about the changes in the norms for NAAC assessment. They held a seminar on this. We must also arrange one.

Then the IQAC Co-ordinator presented the minutes of the previous meeting which was approved by the members.

In his address, the Principal elaborated on all the relevant issues to be discussed in the IQAC. The AQAR draft has been obtained. Most departments supply data promptly. Students' feedback is ready. The IQAC Co-ordinator has done commendable work.

The Principal said that all the recommendations of the previous IQAC meeting have not been implemented. Student unrest is the prime reason for this. Plenty of steps have been taken to implement green protocol. Campus cleanliness has gone up. But this is not reflected in class rooms. For this we have to devise a mechanism. Waste management is going on well. Flex boards have been restricted. It is the duty of the departments to handle disposable glasses after programmes.

We have to conduct one IQAC seminar. Research activity and co-ordination among departments have to increase. Public announcement system is ready. Any complaint may be intimated to Dr. Ison V Vanchipurackal. Our manager has complimented the efforts. The announcement system is one way to handle the shortage of non-teaching staff.

Efficient tutorial system will foster quality. Fourth and sixth semester attendance is to be automated. Slight modification in software is required for this. Extension activities must be chalked out by each department. History has already initiated one. Malayalam and Chemistry departments are planning programmes. It is commendable that attendance shortage has been reduced through constant monitoring by the departments. The earlier council decision of sending even one attendance shortage for condonation has been slightly relaxed.

The Principal opined that he often has to work in a crisis management mode and not in a planning mode. This is where the IQAC can render valuable assistance. Dr. Ison V. Vanchipurackal is entrusted with the charge of organizing the IQAC seminar. It is desirable to conduct a training programme for the non-teaching staff. This is not to record as programmes merely, but to really promote quality.

The Vice Principal then enquired regarding the new NAAC norms. The IQAC Co-ordinator Dr. Sunil C. Mathew said there is no real change in norms. The same seven criteria remain. But the score calculation has changed. Subjectivity in evaluation has been considerably reduced. Now 121 metrics are there, 80 quantitative and 41 qualitative. The assessment team evaluates only the 41. Therefore we must now concentrate on the qualitative metrics at the time of on-site visit. Criterion 6: Governance, Leadership and Management and Criterion 7: Institutional Values and Best Practices are more qualitative. The others are generally quantitative. On-site assessment is not there in fourth assessment. But no institution has gone for it yet.

Research weightage has been reduced. Thirty marks have been shifted to student support and progression. Student Satisfaction Survey has now become a metric. The average of five years is now counted. A teacher satisfaction survey may be conducted as a programme. Similar programmes can be conducted for non-teaching staff and parents as well. Class teachers have to be instructed for online survey through e-mail.

Criterion-wise committees have to be formed now itself. Our college is now not allotted major/minor projects because earlier projects have been blacklisted for delayed/non submission.

The Bursar enquired whether we can initiate projects on our own. He said a Society is on the anvil for that. The IQAC Co-ordinator said two best practices have to be identified. He mentioned the All India Survey on Higher Education, regarding which our data has been correct so far. The new bio-data card, compared to the old one, is not good, he said. There is no progress card incorporated now. The Vice Principal Rev. Dr. James John Mangalathu said the new one is better to avoid blank columns. The principal said we have a format of the progress card given by Dr. Joy Jacob. Dr. Biju K.C. said, to facilitate a proper system of filing, the ministerial staff must be given training. Dr. Davis Xavier said the retired teachers and guest faculty are terribly unhappy about office proceedings.




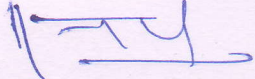





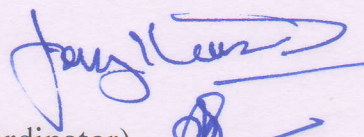



Dr.Sunil C Mathew said the IQAC minutes and action taken report must be uploaded in the website of the college. Dr, Sunny Kuriakose enquired about the present state of students' feedback. The Co-ordinator said it is taken from outgoing UG and PG batches. The mechanism of collecting teacher evaluation by students has to be revised. The Vice Principal said documents regarding promotion must be kept by the IQAC. The IQAC co-ordinator said the university regulation doesnot stipulate this.

The meeting ended at 4.15pm with vote of thanks by the coordinator.

*goyhurge*

**Minutes of the IQAC meeting held in the Council Hall on  
23/01/2018**

**Members Present:**

1. Dr. Joy George (Principal) 
2. Rev. Dr. James John Mangalathu (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Sunny Kuriakose 
5. Dr. Siby James 
6. Dr. Davis Xavier 
7. Dr. Ison V Vanchipurackal 
8. Dr. Biju K. C. 
9. Dr. Babu Jose 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started at 3 pm in the Council Hall with a prayer by the Vice Principal. In the welcome speech which followed, the Vice Principal Rev. Dr. James John Mangalathu referred to a slight indolence that has come over the activities in the college. As the end of an academic year is in the offing, an evaluation of the programmes conducted is required for ensuring and enhancing quality. Then the IQAC Co-ordinator read the minutes of the previous meeting.



The principal in his speech made a reference to the newly formed St. Thomas College Education Trust. It is not yet operational but the procedures are over. The first installment of the CPE grant has been released. Planning for its utilization must be initiated.

The research monitoring committee has met and new guidelines for research are being formulated for the college, based on University rules and UGC regulations. Office automation is in its final stage. Attendance has already been automated. Training must be given to non-teaching staff. A change in mindset is required. A seminar on IQAC norms is planned.

For collecting student feedback, a centralized system is more desirable. Department meetings in the presence of the Principal can be arranged. The meeting held in the English Department was very fruitful. Tutorial system has to be strengthened. Discipline issues have to be handled primarily by the tutors. This practice has shown considerable improvement in discipline.

The Vice Principal said feedback should be collected in class. There is no use in collecting it at the time of issuing TC. The IQAC Co-ordinator enquired whether it can be done in the computer centre. But the Bursar said the computer centre is not really sufficient even for BCA and B.Com. Dr. Babu Jose suggested that it can be incorporated into the website. Dr. Ison V. Vanchipurackal said it is already there as part of office automation. The Bursar said, for this password must be given to all students.

The IQAC Co-ordinator Dr. Sunil C. Mathew said the AQAR has been submitted and we have received acknowledgement from the NAAC. Dr. Ison V. Vanchipurackal said the IQAC seminar can be conducted on 26 and 27 September. Teaching, Learning and Evaluation can be made its thrust area. We may seek a sponsorship from NAAC but its availability is not certain. Dr. Sunny Kuriakose said we may invite local resource persons and seek fund from the Higher Education Council. Dr. Sunil C. Mathew said we can also study the possibility of co-sponsorship.

Dr. Siby James enquired about the earlier plan to form criterion-wise committees for the next NAAC visit. The Principal said a draft has come from the IQAC Co-ordinator. The question is whether it should be formed now or after the NAAC seminar. The Bursar opined that early planning is always better.

The IQAC Co-ordinator then pointed to the need to hold department-wise open houses. A summary should be given to the IQAC. He then spoke about NIRF, the National Institutional Ranking Framework. It is optional, but we have to join and get accredited. Dr. Sunil C. Mathew and Dr. Ison V. Vanchipurackal were entrusted to study the matter.

Dr. Sunil C. Mathew said we have not yet conducted an administrative audit. This time we must conduct an administrative audit along with the academic audit. The Principal concurred with this opinion. He said some audit objections recur. This has to be rectified. The Vice Principal said we can have an internal audit in March and an external one in June. Department presentations have to be held in March itself.

Dr. Sunil C. Mathew said rigorous planning is required for Add-on courses. Dept, level and college level co-ordinators must be appointed. The committee nominated Dr. Babu Jose as college level co-ordinator. The IQAC Co-ordinator said, regular meetings of all the Cells and Associations must be held and minutes must be kept. He said we cannot furnish invalid data for NAAC accreditation. That will disqualify us. Quantitative metrics are now very important. Twenty percent students will have to give feedback. Criterion 2-Teaching Learning and Evaluation, and criterion 5-Student Support and Progression are now very important. A minimum score of 3 is required for both these to qualify for an A grade. We have to identify our best practices. What makes you different is significant.




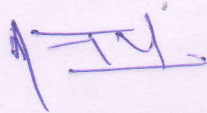

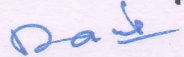

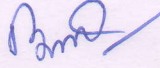



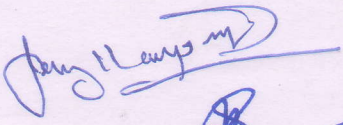

The meeting ended at 4.20pm with the IQAC Co-ordinator's words of gratitude to all the participants.



## ST. THOMAS COLLEGE PALAI

### Minutes of the IQAC meeting held in the Council Hall on 15/03/2018

#### Members Present:

1. Dr. Joy George (Principal) 
2. Rev. Dr. James John Mangalathu (Vice Principal) 
3. Rev. Fr. Mathew Kurian Kavanadimalayil (Bursar) 
4. Dr. Sunny Kuriakose 
5. Dr. Siby James 
6. Dr. Davis Xavier 
7. Dr. Ison V Vanchipurackal 
8. Dr. Biju K. C. 
9. Dr. Babu Jose 
10. Dr. K K Jose 
11. Sri. Joby George 
12. Sri. Jose Mampampil 
13. Dr. Sunil C Mathew (Co-ordinator) 

The meeting started at 3 pm with a prayer by Vice Principal Rev. Dr. James John Mangalathu entreating the blessings of God. The Vice Principal also welcomed the members to the meeting. He reminded the members that the end of the academic year is a time for introspection and evaluation. Department-wise presentations have to be done soon. Documentation has to be well taken care of.

We must be very alert as the 2020 NAAC reaccreditation is nearing. An awareness programme is required. The Vice Principal fondly thanked the retiring principal Dr. Joy George. He has had many commendable feats during his short tenure.

Then the IQAC Co-ordinator Dr. Sunil C. Mathew read the minutes of the previous meeting. In the Principal's address which followed, Dr. Joy George said this year we met quite frequently and held very fruitful discussions. Everyone co-operated sincerely. New Research Guidelines for the college have been finalized. Online feedback facility for student feedback on teachers is open. Passwords have been given to students. Student evaluation of last year is ready, and will soon be given to teachers personally. IQAC Seminar proposal has already been sent. The seminar can be conducted in July. 21 March is earmarked for Department-wise presentations. On that day, the IQAC Coordinator will give a brief illustration of the new NAAC guidelines.

As regards the St. Thomas Education Trust, procedural formalities are over. Salary of the teachers of self-financing Departments has been revised. EPF has been opened for them. Student attendance has been automated. Next year teachers can mark attendance themselves.

Dr. P.D. George has been appointed in charge of the Alumni Association. Career and Placement Cell will be monitored by Mr. James Joseph. The college must conduct an administrative audit during the vacation. Tutorial system must be made more efficient. Some Departments held PTA meetings very effectively.

The Vice Principal said the current practice of marking the numbers of absentees causes permanent absentees gaining full attendance. The Bursar said all such problems will cease when attendance goes online. Dr. Davis Xavier suggested that after the presentations of the Departments, only responsible persons should pronounce opinions. He also said it may not be possible to arrange data criterion-wise. The IQAC Co-ordinator said it is not mandatory.

Mr. Jose Mampampil opined that it would be nice to encourage every student to participate at least in one extra-curricular activity. Dr. Davis Xavier said it may not be tenable in the semester system due to the hectic schedule and paucity of time. The Bursar enquired whether participation in extra-curricular activities could be entered in the progress card. NAAC would appreciate this.

The Bursar said Department Fests must be encouraged. Dr. Sunil. C. Mathew asked whether reference books could be issued from the library over weekends. The Bursar said that would result in books getting mutilated.

Dr. Davis Xavier said the students' open hoses raised fierce criticism against the canteen. Dr. Biju K.C. said lack of cleanliness is another vexing problem. Dr. Sunil. C. Mathew said students have aired a view that assignments should not be cluttered towards semester end. Dr. Sunny Kuriakose said the Chemistry Department allots seminars at the start of the semester itself. He said the new PG regulation insists that each student must make a seminar presentation for 2 credits.

Dr. Ison V. Vanchipurackal asked about the possibility of auditorium stage renovation. Dr. Davis Xavier said the PTA has sanctioned funds for that. The Principal said the green protocol of the college will be released on 21 March.

Dr. Sunil C. Mathew said an orientation programme must be given to the ministerial staff. Proposing the vote thanks, he said the Principal was very keen in the activities of IQAC. The IQAC co-ordinator thanked every member for their presence and valuable suggestions.

